

Acc DD/S 57-2313

3 JUL 1957

MEMORANDUM FOR: Special Planning Assistant,  
Deputy Director (Support)

SUBJECT: Report on Wartime Preparation

REFERENCE: DOI letter dated 2 June 1955, Subject: Wartime Mission  
of CIA

1. In accordance with the memorandum from DD/S dated 11 June 1957, the following report is rendered with reference to the activity of the Comptroller's Office in connection with the preparation for and the accomplishment of its Wartime Mission.

2. Certain deficiencies were noted in the last annual report, and the corrective action taken in relation thereto is as follows:

a. VITAL DOCUMENTS PROGRAM: During the period of the emergency exercise, July 1956, particular attention was given by representatives of the Comptroller's Office to a review of the Vital Documents Program to determine the adequacy and the practical usability of documents placed in the repository. In general, the documents were found to be in good condition and adequate for use during the initial stages of an emergency situation. In the past year, definite progress has been made to improve and develop the entire program.

b. EMERGENCY FUND: No provision has previously been made with reference to providing for emergency area funding. However, corrective action has been taken by the establishment of an emergency fund sufficient for immediate requirements, within the Finance Division, which is packaged and accessible for prompt transfer to the emergency relocation area. This is in lieu of maintaining a cash reserve at the emergency relocation center.

3. Each member of the staff of the Comptroller's Office has been given specific instructions or briefings on the following points:

a. Plan of action and the nature of problems which may be encountered.

b. Physical layout of the relocation center, including permanent assignments of the Office of the Comptroller and major Agency components.

c. Physical facilities and methods of using the Vital Documents Repository.

4. The policy and effectiveness of financial support and control has been improved by: increasing assignments of Comptroller trained personnel to more stations and/or including small stations under an Area Regional Finance Officer for technical support and assistance; developing a simplified accounting for use by small stations; and in conjunction with OER, developing a specialized training course in financial reporting and control for Administrative Officers and others who will handle finances at small stations not having assigned technical personnel.

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6. During the emergency exercise, July 1956, considerable opinion was expressed by participants to the effect that emergency relocation plans are not realistic in that no recognition is given to employees' responsibilities to their dependents. In the eventuality of an emergency, the natural first reaction of all employees would be to be sure that families were protected and, if at all possible, evacuated.

7. The capacity of the Comptroller's Office to operate under emergency conditions has been strengthened by its participation in the exercise of 1956 and its active representation on the Support Planners Committee, and no difficulty is foreseen in meeting its responsibilities in connection with a possible emergency.

E. R. SAUNDERS  
Comptroller

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